



Federal Emergency
Management Agency

**Pub / Doc Working Group
Conference Call Minutes**
January 30, 2006 1400-1532 hrs EST
Conference call # 3627



National Disaster
Medical System

Attendees:

- | | | |
|---------------------|------------------------|-----------------|
| 1. Leslie Beck | 2. JoAnn Bishop | 3. John Burgard |
| 4. Dr. David Canton | 5. Val Deutsch | 6. Mark Libby |
| 7. David Lipin | 8. Dr. Mark Lloyd | 9. Penny Miller |
| 10. Jackie Nally | 11. Mark Soucie (late) | 12. Tim Walton |
| 13. Steve White | 14. | 15. |

Absent:

- | | | |
|----------------|---------------|-----|
| 1. Cathy Feltz | 2. Jim Stumpf | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |

Old Business:

1. Roll Call – Penny Miller
 - a. We have thirteen members present so we have a quorum.
2. Approve minutes – Approved minutes of January 15 – 18 Face-to-Face mtg.
3. Priority Items – Introduction of Cathy Feltz as the new Mental Health representative to the PWG group.
4. Report from MWG and Team Commander's Meeting – Penny Miller
 - a. The Team Commander's meeting went very well.
 - b. It was expected to be contentious, but it turned into a positive event.
 - c. The meeting generated many, many pages of flipcharts.
 - d. The top three areas of concern seemed to be:
 - a. The DMAT cache
 - b. Communications
 - c. The Team Commander's authority and responsibility
 - e. The PWG chair introduced the Electronic Medical Record (EMR) project.
 - f. The Patient Treatment Record (PTR) was presented as a "worksheet".
 - g. The Standard Form SF-558 still will be the default Patient Record.
 - h. There are again "VMAT's".
 - i. The PWG chair will re-submit the VMAT forms package.
 - j. There is a VMAT version of the EMR, but it is **NOT** ready to deploy yet.
 - k. The NDMS "EC's" and the DHHS "EC's" got together and they are talking the same and working off of the same sheet of music.
 - l. Many of the PWG projects have a time line of completion prior to the NDMS conference this year.

5. **DISCUSSION:** It was discussed that when DMAT's were deployed along with VMAT's, things work out very well. The question was asked, should PWG develop an SOP for DMAT's to follow when there is NOT a VMAT nearby for the management of possible Rabies exposure and/or general dog bites.
6. **RECOMMENDATION:** PWG to submit this to the Operations Working Group for action.
7. Team Commanders really liked the idea of a TC page on the NDMS website.
8. PWG will need to revisit the subject of a "Team Commander's" page
 - a. Look toward whether we should password protect the information
 - b. Limit it to Team Commanders only or put it on the public side for access by all team members.
 - c. It was discussed as to whether PWG should post the results and the presentations from the Team Commander's meeting on the MWG Group webpage.
 - d. **ACTION: Develop an "opening page" that will introduce the Team Commander's meeting with when it was held, who was in attendance and what the purpose of the meeting was. POC: Steve White**
9. **DISCUSSION:** It was reported that there was some confusion over what an EMT and an EMT Paramedic could do since the skills and knowledge levels required by their licenses vary from state to state. It was proposed that there be some sort of training program that would bring all EMT's and EMT/P's up to a certain level. It was mentioned that there already is a National Registry that does just that, but it was not evident if this was a very liberal standard or a very conservative standard.
10. **RECOMMENDATION:** PWG to submit this to Operations Working Group for action.
 - a. **ACTION: Email out and article from JEMS concerning National Standards for EMS personnel. Steve White**
11. **RECOMMENDATION:** Both of these recommendations should originate from the Management Working Group working in conjunction with the NDMS Medical Control Officer. (Dr. David Canton)
12. After Action Reports (AAR's) – John Burgard
 - a. There are still AAR's arriving in the emails.
 - b. The forwarding function on the emails doesn't seem to be working right.
 - c. January 19th, PWG received 150 new AAR's.
 - d. A "CD" with all of the AAR's is going to a contractor to be compiled and evaluated.
 - e. **ACTION: Generate the AAR CD for delivery to the contractor. John Burgard**
 - f. One of the biggest problems is that AAR submitters did NOT follow the naming format so it is difficult to determine who the person represents and which disaster it refers to.
 - g. PWG needs a spreadsheet of the deficiencies discovered.

- h. **ACTION: Develop a spreadsheet from the AAR's for the PWG.**
John Burgard
 - i. All of the AAR's will eventually be posted on DisasterHelp website.
 - j. The next conference call will be predominately about the AAR's and the deficiencies discovered in the AAR's.
 - k. **ACTION: Review all of the AAR's posted on DisasterHelp and be ready to discuss them at the next conference call in two weeks. WG Group**
 - l. NDMS Conference track for WG's – Penny Miller
 - a. The track has not been firmed up at this time.
 - b. It was requested that we review the “new” Lab Result Sheet that was sent out by Steve White. It may not accurately reflect what we can do nor how it is reported.
7. Nomination to fill a vacant spot on the PWG – Penny Miller
- a. Cathy Feltz is a Mental Health representative and her team commander has approved her participation on the Pub/Doc Working Group.
8. Electronic Medical Record (EMR) update – Dave Lipin
- a. Still working on getting a copy of the EMR program so that he can run it on his personal computer.
 - b. Will then be able to determine how it will compare to the Patient Treatment Record that we wish to submit as a “worksheet”.

New Business:

- 1. Documents Sub-Working Group report – Jackie Nally
 - a. No report at this time.

Comments and Issues:

- 1. Next Conference Call date and time – **Monday, February 13th @ 14:00 EST.**

Action Items:

- 1. Develop an Medical Records policy for the NDMS system – **Dr. David Canton**
- 2. Resubmit the VMAT forms package. – **Penny Miller**
- 3. Recommend that OWG consider an SOP for DMAT deployment without VMAT support. – **Penny Miller**
- 4. Develop an “opening page” for the NDMS website that will introduce the Team Commander’s meeting – **Steve White**

5. Recommend that OWG consider the problem of EMT's and Paramedics having differing levels of skills and abilities based on state differences. - **Penny Miller**
6. Email the PWG Group a copy of the JEMS report on EMS Standards. –**Steve White**
7. Generate the After Action Report CD for the contractor. - **John Burgard**
8. Develop a spreadsheet from the AAR's for the PWG. - **John Burgard**
9. **Review all of the AAR's posted on DisasterHelp and be ready to discuss them and the deficiencies found on the next conference call. - PWG Group**